

Little Traverse Bay Bands of Odawa Indians
Appropriations and Finance Committee
via ZOOM
7500 Odawa Circle, Harbor Springs, MI 49740
Regular Meeting
August 11, 2020

Call to Order: **9:04 a.m.**

Committee Member Roll Call: Councilor Leroy Shomin, Secretary Julie Shananaquet, Treasurer Marcella R. Reyes

Absent: none

Tribal Councilors present: Legislative Leader Emily Proctor, Councilor Melissa Pamp

Legislative Staff: Legislative Services Attorney Donna Budnick, Sr Financial Analyst Rachel Cope, Office Manager Michele Portman-LaCount, Legislative Administrative Assistant Linda Gokee

Executive Staff/Official Present: Tribal Chair Regina Gasco Bentley, Vice Chairperson Stella Kay, Unit I Executive Director Phil Harmon, Unit II Executive Director Daugherty "Duffy" Johnson, Chief Financial Officer Carrie Carlson, Grant Writers Amber Holt and Alison Simon, Education Employment and Training Specialist Rachael Koepp

Tribal Court Staff/Official Present: Court Administrator Matthew Lesky

Public: Eva Oldman, Bernadece Boda

Invited Guests: Odawa Casino Resort Director of Finance Roger Borton, Director of Human Resources Andrea Shananaquet

Closed Session: No

Motion made by and supported by to adopt the Agenda of August 11, 2020 as amended.

Vote: 3 -yes, 0 -no, 0 -abstain, 0 -absent

Motion carried.

Phone Polls:

-07/20/2020 Reason for Phone Poll: to recommend to Tribal Council to approve CERTIFIED MOTION # 072320-02 Reallocation of United States Department of the Interior, Bureau of Indian Affairs, One-Time Welfare Assistance CARES Act Funds to One-Time Aid to Tribal Government CARES Act Funds.

Phone Poll Vote: 3 Yes, 0 No, 0 Abstained, 0 Absent

Comments: none

Motion carried.

-07/20/2020 Reason for Phone Poll: Motion to recommend to Tribal Council to approve CERTIFIED MOTION # 072320-03 Request for Funding as a sub-grantee from the Inter-Tribal Council of Michigan Health Resources and Services Administration Maternal Health Supplement FY 2020-2023.

Phone Poll Vote: 3 Yes, 0 No, 0 Abstained, 0 Absent

Comments: none

Motion carried.

New Business:

Discussion: FY 2021 Annual Budget

- The FY 2021 Budget was on hold until Fall due to the anticipated revenues of Odawa Casino Resort's summer months.
- If Tribal Council does not enact a FY 2021 Budget, Tribal Resolution # 060820-01 Amendment to FY 2020 Budget, Tribal Resolution # 050119-01 Appropriation of Funds for the 2020 Fiscal Year Operating Budgets, to address Emergency Revenue Shortfall. Resolution# to be posted to the Tribal website in accordance with Tribal Resolution # 052920-01 Declaration of a Budget Emergency for FY2020 will remain enacted for FY 2021.
- There is concerns if we wait until Fall, we may have created a budget that is larger than we can handle. Should the committee wait until then, we may need to do an emergency budget.
- Supplemental funding requests need to requested in the 3rd quarter as stated in the Grant, Donation, or Other Funding Policy approved by Tribal Council on January 10, 2020.
- Senior Financial Analyst Rachel Cope to contact Odawa Casino Resort for Anticipated revenues (estimates), best to worst case scenarios, due to the Appropriations and Finance Committee by September 8, 2020 or sooner, as well, as Odawa Economic Development Management, Inc. and Biindigen.
- Legislative Services Attorney Donna Budnick to provide a 2021 Budget Formulation Process Calendar dates at the end of the meeting.
- Scrap the In-Process budget and begin over
 - a. Update Revenue expectations
 - b. Update budgets to match those revenue expectations
 - c. Arrange hearings via Zoom

Discussion: Authorize and Support Applications for and Acceptance of COVID-19 Related Funds June 2020

- Contains two (2) grants.
 - 1st Grant: Centers for Disease Control (CDC) to assist in funding hazard pay, additional supplies, materials, and design plans for socially distance movements within the Health Park.
 - 2nd Grant: Education/WOCTEP will provide Bay Mills Community College students with computers so coursework can be completed online due to COVID-19

Motion made by Secretary Julie Shananaquet and supported by Councilor Leroy Shomin to recommend to Tribal Council to approve CERTIFIED MOTION # 082020-01 Authorization and Support of Applications for and Acceptance of COVID-19 Related Funds Received under Tribal Resolution 032420-01 COVID-19 Suspension of Deadlines during June 2020.

Vote: 3 -yes, 0 -no, 0 -abstain, 0 -absent

Motion carried.

Discussion: Indian Health Service BEMAR (Backlog of Essential Maintenance, Alteration and Repair) Funds for FY 2020

- Funding from Indian Health Service (IHS for various renovations and upgrades. These funds are in addition to IHS Contract Funds.

Motion made by Councilor Leroy Shomin and supported by Secretary Julie Shananaquet to recommend to Tribal Council to approve CERTIFIED MOTION # 082020-02 Request for Funding from the Indian Health Service, BEMAR Funds for FY 2020.

Vote: 3 -yes, 0 -no, 0 -abstain, 0 -absent

Motion carried.

Discussion: Executive Budget Modification in Amount of \$40,000 to fund Capital Expenditures

- This for market rate rental housing upgrades.
- Payment of remaining 2nd Street house bills in Harbor Springs, Michigan
- Power and final inspections for house on Lot 13 at Wah-wahs-Noo-Da-ke, Harbor Springs, Michigan.
- Appropriations and Finance Committee Chair, Treasurer Marcella Reyes is requesting final costs associated with the house on Lot 13.
- Additional wording needs to be added to Tribal Resolution.

Motion made by Councilor Leroy Shomin and supported by Secretary Julie Shananaquet to recommend to Tribal Council to adopt Tribal Resolution Budget Modification for FY 2020 in the amount of \$40,000.00 to fund Capital Expenditures Market Rate Rental Upgrades.

Vote: 3 -yes, 0 -no, 0 -abstain, 0 -absent

Motion carried.

Discussion: Supplemental funding for purchase and installation of condenser replacement

- Su Lantz asked if research had been completed on whether this will interchange with an improved HVAC System to meet COVID needs, as well as any other contagion that may come along?
- Unit I Executive Director Phil Harmon will check with facilities.
- Tribal Chair expressed bids were received in the appropriate manner. Her staff are being sent home due to excessive heat conditions because of air conditioning being down.
- Chief Financial Officer explained air filtration is done at a different level

Motion made by Councilor Leroy Shomin and supported by Secretary Julie Shananaquet to recommend to Tribal Council to adopt Tribal Resolution Supplemental Funding in the amount of \$40,000.00 for purchase and Install of a 25-ton Condenser Replacement.

Vote: 3 -yes, 0 -no, 0 -abstain, 0 -absent

Motion carried.

10:42 a.m. Break

10:51 a.m. Resume

Discussion: Executive request for Short Term Investment

- Chief Financial Officer Carrie Carlson would like to move the \$5m (3rd Party Revenue) into the Executive short-term account
 - Keeps the 3rd Party Revenue, 6% and Free Play clear and separate
 - Makes reporting easier
 - Remains an interest-bearing account
 - No fees to transfer

- Still considered a Government sweep account
- Legislative would remain control of 6% and Free Play
- Gives Tribal Council a single account
- Money transferred by Tribal Resolution # 060718-02 therefore a new resolution needs to be drawn to move it back. Legislative Services Attorney Donna Budnick to work with Chief Financial Officer on a draft resolution to present at the next Appropriations and Finance Committee meeting on September 8, 2020.

Sr. Financial Analyst Report:

- Following up with Ziibimijwang Chair Joe VanAlstine and the farms insurance.
- Working on the CARES spend down
- Rewrite the Revenue Allocation Policy (RAP) and how it's based so Tribal Citizens understand how it's based.
- Working on the FY 2021 Budget
- Working on the CARES Act and how it effected the revenue for Odawa Casino Resort/Biindigin

Secretary Julie Shananaquet gave special thanks to Rachel Cope and Legislative Staff, Michele Portman LaCount and Donna Budnick for all of their hard work. She also welcomed back the return of Linda Gokee

Motion made by Secretary Julie Shananaquet and supported by Councilor Leroy Shomin to accept Senior Financial Analyst Rachel Cope's verbal report for as presented on August 11, 2020.

Vote: 3 -yes, 0 -no, 0 -abstain, 0 -absent

Motion carried.

Old Business: none

Closed Session: No

Public Comment:

11:14 a.m. Open

- No Comments made

11:15 a.m. Closed

Motion made by Councilor Leroy Shomin and supported by Secretary Julie Shananaquet to approve the Minutes of July 14, 2020 as corrected

Vote: 3 -yes, 0 -no, 0 -abstain, 0 -absent

Motion carried.

Motion made by Councilor Leroy Shomin and supported by Secretary Julie Shananaquet to approve the Minutes of July 22, 2020 as presented

Vote: 3 -yes, 0 -no, 0 -abstain, 0 -absent

Motion carried.

Motion made by Secretary Julie Shananaquet and supported by Councilor Leroy Shomin to approve the following dates and deadlines in accordance with the Tribal Government Budget Formulation and Modification Process Statute, and rescinds any previously approved Budget Calendar dates and Deadlines for the 2021 Annual Budget.

Vote: 3 -yes, 0 -no, 0 -abstain, 0 -absent
Motion carried.

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| September 8, 2020 | Approval of the General Fund Budget Allocation to Governmental Branches |
| September 29, 2020 | Branch / Department 2021 Annual Budget submissions to Treasury Office, including General Fund Budgets, Cost Recovery Budgets and Grant / Federal Contract Fund Budgets |
| October 1, 2020 | Determination of any deletions or additions to Governmental Branch proposed budgets, and Governmental Branches Budget hearing |
| October 8, 2020 | Tribal Council receipt of proposed 2021 Annual Budget, and posting of proposed 2021 Annual Budget made available for Tribal Citizens |
| October 13, 2020 | 2021 Annual Budget Public Hearing (1:00pm) |
| October 22, 2020 | Tribal Council approval of 2021 Annual Budget |
| October 23, 2020 | Final 2021 Annual Budget posted to Tribal Website |

Adjourn:

11:42 a.m. Motion made by Councilor Leroy Shomin and supported by Secretary Julie Shananaquet to adjourn.

Vote: 3 -yes, 0 -no, 0 -abstain, 0 -absent
Motion carried.

Next regular Meeting date:
Tuesday, September 8, 2020 at 9:00 a.m.